



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-2

AUG 27 1996

James M. Glasgow Jr., Treasurer  
Friends of John Tanner  
P.O. Box 1988  
Union City, TN 38261

Identification Number: C00223230

Reference: July Quarterly Report (4/1/96-6/30/96)

Dear Mr. Glasgow:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Expenditures for various transactions have been disclosed. Please remember that when itemizing payments to credit card companies or reimbursing individuals (e.g., the candidate) you must list the name and address of the original vendor from which an item or service was purchased. You should also show the date, the amount, and the purpose of the payment. Please amend your report to provide the omitted information.

-Commission Regulations define the term "purpose" to mean a brief statement or description of why a disbursement was made. Examples are "dinner expense", "media", "salary", "polling", "travel", "party fees", "phone banks", "travel expenses", "travel expense reimbursement" and "catering costs". Unacceptable descriptions include "fundraising expense", "advance", "election day expense", "expenses", "other expenses", "expense reimbursement", "miscellaneous", "outside services", "get-out-the-vote" and "voter registration". (11 CFR §104.3(b)(4)) Please amend Schedule B of your report to correct the descriptions which do not meet the requirements of the Regulations.

A written response or an amendment to your original report(s) correcting the above problem(s) should be filed with the Federal Election Commission within fifteen (15) days of the date of this letter. If you need assistance, please feel free to contact me on